

Acquisition

HQ ADVISORY AND ASSISTANCE SERVICES CONTRACTOR SUPPORT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

Supersedes: AFSOC HOI 64-1, 15 Jan 95.

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This publication implements Air Force Policy Directive (AFPD) 63-4, *Contracted Advisory and Assistance Services*. It describes procedures required to properly staff requests for advisory and assistance services (A&AS) contractor support of the headquarters and its Field Operating Agencies (FOAs). A&AS does not include outsourced core workload where the contractors are performing the core workload (i.e., contractors are not augmenting the government workforce). This HOI is not designed to address special access program requirements. These requirements will be handled on a case-by-case basis. This HOI applies to all HQ AFSOC and FOA personnel.

SUMMARY OF REVISIONS

This revision establishes review and approval of A&AS contracts by the BRG and AFSOC Council, establishes timelines for submitting requests to coincide with BRG and AFSOC Council meetings, and prohibits originators from shotgunning requests to allow more thorough review.

1. Manpower and funding are provided to the headquarters and FOA staffs to perform specific functions. When these functions are performed or supplemented through service contracts, it is necessary to staff and properly document these requests through HQ AFSOC/XPM, DPC, JA, FM, and PKM before final approval. These contracts provide an alternative manpower resource that needs to be recognized and accounted for in any manpower excursions involving a headquarters or FOA function. Funded contractor resources in support of the headquarters or FOA may result in a reduction of funded military or civilian in-house manpower. References: DOD Directive 4205.2, *Acquiring and Managing Advisory and Assistance Services*; AFPD 63-4, *Contracted Advisory and Assistance Services*; AFI 63-401, *Contracted Advisory and Assistance Services*; AFI 38-201, *Manpower and Organization*; AFI 38-202, *Air Force Management Headquarters and Headquarters Support Activities*.
2. Ideally, A&AS contractor support dollars should be requested through the POM/APOM process. Out-of-cycle requests are unprogrammed and unbudgeted, therefore considered unfunded. As unfundeds, these requests are worked through the budget review process and presented to the Budget Review Group (BRG). The BRG will prioritize requirements against available funding and

forward to the AFSOC Council for final funding approval. Submissions must be coordinated through the staff in time to meet FM's unfunded requirement due dates for inclusion in quarterly BRG deliberations. For planning purposes, use the following dates for submitting requests: 15 Jan, 14 Apr and 14 Jul (unless these dates fall on a holiday/weekend in which case they are due the following duty day).

3. Originator Responsibilities. Staff requests with appropriate offices to include HQ AFSOC/XPM, DPC, JA, FM, and PKM (in turn). Shotgunned packages are not authorized. Include the following information in your staff package:

3.1. Justification for contractor support, including unfunded category in accordance with the attached definitions (Mission Critical, Mission Essential, or Quality of Life) and prioritized along with other unit/directorate unfunded requirements.

3.2. The type of workload the contractor will accomplish.

3.3. How the work is being done today.

3.4. The impact if not approved and funded.

3.5. Under what contract this support is being requested.

3.6. The source of funding to cover the costs of the proposal.

3.7. Anticipated timeframe support is required. Requests exceeding one year, if warranted, should be staffed for approval in order to reduce future annual reviews.

3.8. The office space required by the contractor. Include one of the following statements in the staff summary sheet:

3.8.1. Contractor employees do not require and will not occupy government office space.

3.8.2. Contractor employees require and will occupy existing office space within Building X. In this case, HQ AFSOC/CE coordination and HQ AFSOC/DS approval is required prior to submitting the A&AS contractor support request.

3.9. Prepare Determination/Decision Document in accordance with AFRD 63-4, Appendix 3.

4. HQ AFSOC/XPM Responsibilities:

4.1. Review requests to determine the impact on in-service manpower resources.

4.2. Document Contract Manpower Equivalents of approved contracts in the Manpower Data System.

5. HQ AFSOC/DPC Responsibilities. Review for any personnel alternatives.
6. HQ AFSOC/JA Responsibilities. Ensure proposed action complies with all applicable laws and regulations.
7. HQ AFSOC/FM Responsibilities:
 - 7.1. Identify any funding issues relative to the proposed action. All A&AS contractor support requirements, submitted during execution year, will be considered unfunded and therefore presented to the AFSOC BRG and Council for review, ranking, and possible funding. Requirements identified in the President's Budget (PB) or paid for by a separate DOD agency are not considered unfunded.
 - 7.2. Inform appropriate funds manager within each directorate of the impact to their respective budgets, if applicable.
8. HQ AFSOC/PKM Responsibilities:
 - 8.1. Ensure request is not in violation of related contract.
 - 8.2. Assist in determination whether the requirement is A&AS or services.
 - 8.3. Ensure A&AS contracts over \$250,000 and any requirements beginning in the fourth quarter receive General Officer approval.
 - 8.4. Notify originators of contract renewal by the first week of March, with info copy to XPM.

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Attachment:
Unfunded Category Definitions

Attachment 1

Unfunded Category Definitions

<u>CATEGORY</u>	<u>DESCRIPTION</u>	<u>DEFINITION</u>
MC	Mission Critical	Required for mission accomplishment. <i>Impact if unfunded: Mission failure or degradation</i>
ME	Mission Essential	Increases probability of mission accomplishment. <i>Impact if unfunded: Decreased mission effectiveness</i>
QL	Quality of Life	Improves productivity, work environment, or quality of tools used to accomplish mission tasks. <i>Impact if unfunded: Morale/quality impact</i>
<p>*NOTE: Place an asterisk after the code (i.e., MC*) if it can also be classified as a Good Business Decision (GBD). A GBD is one that saves money over the life cycle of a system. It also plays into the old adage “you can pay me now, or pay me later.”</p>		

To help clarify the distinction between MC and ME unfunded requirements (UFRs), you should assess the requirement for the following:

Mission Impact - Air Force Mission Directive 6 states our mission is to prepare forces to conduct independent, joint, or combined operations in support of Aviation Foreign Internal Defense, Force Application, Joint Air/SOF Battlefield Interface, Mobility of Forces in Denied Territory, and Psychological Operations mission areas. AFSOC provides force application and force enhancement in conducting direct action (DA), unconventional warfare (UW), special reconnaissance (SR), foreign internal defense (FID), counter-proliferation (CP), and counter-terrorism (CT) missions. You must consider how the UFR will improve accomplishment of one or more of the aspects of our mission.

Logistics Impact - how the UFR will improve reliability, maintainability, and availability.

Safety - how the UFR may help reduce personal injury or equipment damage.

Survivability - how the UFR will help improve the survivability of aircraft or other equipment.

Urgency - the necessity of getting the UFR funded by a specific date.

To be classified as Mission Critical, a requirement must address a situation that causes the following in one or all of the above factors:

Mission Impact - any aspect of the mission will **not** be accomplished by any means.

Logistics Impact - there is **no** reliability, maintainability, or availability (one or all).

Safety - there is **imminent** danger to personnel or equipment (serious injury or destruction).

Survivability - the equipment will **not** survive the next use.

Urgency - the requirement **must** be funded in the current fiscal year to prevent one or all of the above conditions from occurring. Indicate the date the above will occur in your narrative justification.